



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: August 5, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 8, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, August 19, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM II (4 pos)

Interviewer
Bureau of Personnel Management
Office of Finance & Administration
Springfield

Attachments
41196

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Friday, August 19, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager II (4 Positions)

Salary Range: \$4,105 - \$7,315

Position Title: Interviewer

Union Position: ☒ Yes ☐ No

Position Number: PW412-23-40-303-10-01

IPR#: 41196

Office/Central Bureau/District/Work Address:

Office of Finance and Administration/ Bureau of Personnel Management –2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for assisting in the departmental selection process by conducting technical position vacancy interviews as well as ensuring compliance with code position interviewing regulations. S/He is responsible for the review and maintenance of all interview files for compliance with *Rutan* requirements.

Special Qualifications:

The following criteria is required:

- Valid driver's license
- Occasional statewide travel which may require overnight stays

The following criteria is desired:

- Knowledge skill and mental development equivalent to completion of four years of college, preferably with coursework in business and human resources
- Two years' experience in business and human resources
- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	<i>July 1, 2016</i>	POSITION:	<i>Interviewer</i>
APPROVED BY:	<i>Dianna Taylor</i>	OFFICE:	<i>Finance & Administration/Bureau of Personnel Management</i>
CODE:	<i>PW412-23-40-303-10-01</i>	REPORTS TO:	<i>Recruiting and Interviewing Unit Chief</i>

Position Purpose

This position is accountable for assisting in the departmental selection process by conducting technical position vacancy interviews as well as ensuring compliance with code position interviewing regulations. S/He is responsible for the review and maintenance of all interview files for compliance with *Rutan* requirements.

Dimensions

Total Departmental Employees	5,061
Annual Hires	150 - 300

Nature and Scope

This position reports to the Recruiting and Interviewing Unit Chief.

The bureau in which this position operates provides personnel services department-wide. This position operates within a service environment and provides personnel related support to management and employees. The incumbent must maintain effective liaison with management department-wide in order to ensure the integrity of the departmental selection process as it relates to promotion and placement of technical and code employees.

Typical problems faced by this position involve participating in interviews to ensure that candidate selected meets the requirements of the originating office/district/bureau. This position's greatest challenge is to ensure that the interview process is conducted in a timely manner and to assist in ensuring the originating office in obtaining their hiring goals.

The incumbent personally conducts open competitive interviews for the selection of candidates to fill technical vacancies. This position ensures that selection criteria complies with departmental policy as well as civil rights legislation and the *Rutan* Court Decision and is appropriate for the position. S/He screens first-round technical interview candidates. These positions may be covered by bargaining unit agreements; therefore, the incumbent must ensure interviewing practices are in compliance with union agreement regulations and Department of Central Management Services (DCMS) practices. Upon completion of interviews, the incumbent recommends candidates for selection. The incumbent maintains all records pertaining to the interview process by ensuring that all required documentation is included and available to departmental management and audit review. Complete and accurate files must be available at all times for audit and legal purposes.

The incumbent assists potential candidates with inquiries regarding vacancies. S/He assists in the scheduling of technical and code vacancies. This position reviews interview documentation submitted by offices/districts and meets with subject matter experts prior to conducting interviews.

Internal contacts include departmental management at both the central office and district level in regards to interviewing policy and practices. External contacts include the general public. This position will be required to travel statewide to represent the bureau in interviews.

The incumbent is given latitude to complete duties. Matters of an unusual nature are referred to the supervisor with recommendation for solution. This position is constrained by DCMS rules, departmental policies and procedures, union agreements and applicable state and federal laws.

The effectiveness of this position can be measured by the ability of the incumbent to provide timely and quality personnel service to departmental management in their attempt to hire personnel.

Principal Accountabilities

1. Coordinates the departmental open competitive job interview program for technical positions to ensure the integrity of the program.
2. Evaluates selection criteria and participates as a panel member of the interview team.
3. Coordinates the interview process for code employees by ensuring compliance with applicable regulations and practices.
4. Participates in special studies as required.
5. Maintains and is responsible for all interview files.
6. Review questions and criteria.
7. Prepares interview documentation (questions and criteria, job descriptions, etc.)
8. Ensures compliance with departmental safety rules and practices. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as required or assigned.